

SOUTHWESTERN PA HUMAN SERVICES, INC.
JOB VACANCY NOTICE

POSITION: Talent Specialist

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- The Talent Specialist shall be responsible for overseeing and performing a wide range of HR-related functions in support of the corporate-wide recruitment and retention operations.
- The Talent Specialist shall develop strong working relationships with all hiring managers, and identified external talent recruitment sources, working aggressively to satisfy the Agency's staffing requirements.
- This position requires consistent, accurate, thorough and timely implementation and follow through of related strategies and activities.
- Coordinates job vacancy publication, active recruitment efforts, applicant flow and other related processes for all corporate affiliates.
- Conducts recruitment efforts for all levels of staff.
- Initiates appropriate agency/employee recruitment correspondence and related materials; develops and updates positions descriptions by Executive request; and maintains corporate-wide talent recruitment system compliance.
- Analyzes manpower needs, staffing turnover, and related staffing/recruitment retention issues to develop and support corporate-wide action plans, talent management efforts, program compliance and provide staffing updates.
- Collects, prepares and reports employment information to various state agencies as required.
- Serves as the primary liaison with the universities, colleges, trade schools, training programs, job fairs and community resources to ensure ongoing recruitment of qualified candidates.
- Engages with existing management, staff and newly hired personnel for additional referrals.
- Responsible for successful completion of all other assigned responsibilities or tasks.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Human Resources, Public Administration, Business Administration or related field supplemented by at least 2 years of related recruiting or sales experience. Relevant combinations of skills, experiences and training may be considered at the discretion of the agency;
- Reliable transportation is required.
- Knowledge of federal and state laws and regulations related to employment practices;
- Experience in administering multiple processes simultaneously and effect their successful completion;
- Experience in establishing and maintaining effective working relationships with external groups, education institutions, and other individuals and agencies as appropriate.
- All members of the SPHS and Affiliates are clients of the recruitment initiative.
- Ability to transport oneself as program needs dictate;
- Demonstrated proficiency using electronic devices and associate windows software;
- Ability to conduct employment interviews, utilizing personal observations and informational references to make appropriate and successful referral recommendations.
- Ability to work independently with all levels of staff, and external individuals and entities, following established policies and procedures.
- Maturity and ability to deal effectively with the stress of the position.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC.,
OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18221.
EQUAL OPPORTUNITY EMPLOYER